

## Attachment E - Letters to Local Law Enforcement Officials

Form Approved  
OMB NO: 0920-0604  
Exp. Date: X/XX/XXXX

Public reporting burden of this collection of information is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/Information Collection Review Office, 1600 Clifton Road, NE, MS D-74, Atlanta, GA 30333; Attn: PRA (0920-0604).

[Date]

Attn: (Name)  
(Agency)  
(Address)  
(City, State, Zip code)

Dear (Name) :

Since 1995, the U.S. Centers for Disease Control and Prevention, along with the U.S. Department of Education and the U.S. Department of Justice, have conducted an ongoing study of violent deaths that occur in and around elementary, middle, and secondary schools in the United States. This study is known as the School Associated Violent Deaths study (SAVD)\*. A school-associated violent death is any homicide, suicide, or firearm-related death in the United States, between 1999 and 2008 in which the fatal injury occurred:

- 1: on the property of a functioning public or private elementary, middle or secondary school,
- 2: on the way to or from regular sessions at such a school, **OR**
- 3: while attending or on the way to or from an official school-sponsored event.

This is not a criminal investigation, and your participation is voluntary. The purpose of this study is to identify features common to these rare but very visible events, and to estimate the risk of school-related violent deaths. In an effort to create a comprehensive and accurate database it is important to gather pertinent information about all cases in the United States. All of the data collected are safeguarded against disclosure, and confidentiality is assured (please see attachment for an assurance of confidentiality provided by the CDC Institutional Review Board). The identities of individual victims, alleged offenders, their communities, their schools or any individual otherwise involved in the case will not be revealed in any published reports.

In our search for cases of school-related violent deaths we have learned that **Victim(s)** died on **Month, Day Year** as a result of an incident that occurred at or near, **Education institution**, in **City, State**. To ensure that we have accurate information concerning this incident we request your assistance in obtaining the following information:

\* Additional information regarding the study is available at the School Associated Violent Death Study website:  
<http://www.cdc.gov/ncipc/dvp/YVP/SAVD.htm>

- A hard copy of the full report filed on this case.

Law enforcement reports can be mailed to:

**Name**

**Title**

**Division of Violence Prevention**

**National Center for Injury Prevention and Control**

**Centers for Disease Control and Prevention**

**4770 Buford Highway, N.E. MS: F-63**

**Atlanta, GA 30341**

**Faxed to:**

**Emailed to:**

A fact sheet link and information pertaining to the School-Associated Violent Death Study (SAVD) is attached and available on the Centers for Disease Control and Prevention (CDC) website at:

<http://www.cdc.gov/ncipc/factsheets/yvfacts.htm>

<http://www.cdc.gov/ncipc/dvp/YVP/SAVD.htm>

<http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5702a1.htm>

Thank you in advance for your assistance. If you require any additional information related to this request or the CDC study, please do not hesitate to contact (your name), at (your CDC issued telephone number).

Sincerely,

James Mercy, PhD

Director, Division of Violence Prevention

National Center for Injury Prevention & Control

Centers for Disease Control and Prevention